



Join us!

INVL Asset Management is seeking:

Assistant in Legal and Product Administration team in Vilnius

Future job:

- Assistance and support in administration of the alternative investment funds (AIFs);
- Support in preparation of various external and internal documents related to activities of AIFs (including fund rules, prospectuses, mandatory notices, etc.);
- Drafting and reviewing legal documents of the AIFs, portfolio companies, management company and any other entities within the company group;
- Assistance in ensuring compliance with legal requirements applicable to the management company and AIFs under management;
- Other organizational, technical and administrative tasks.

We expect that you:

- Have university degree (law or other similar fields is an advantage) or are a final year student;
- Have a quick orientation and ability to work in a dynamic environment;
- Are proactive, creative, have desire to achieve the best results as well as high personal responsibility;
- Are helpful and eager to support team colleagues in professional team works and projects;
- Have a keen eye for details;
- Have proficiency in MS Office (MS Word and MS PowerPoint, in particular);
- Have a very good knowledge of English (written and oral).

We offer:

- A career at a leading asset management company in Lithuania;
- Opportunity to get deep knowledge in private equity business through involvement in establishment process and administration of AIFs;
- Opportunity to contribute to the improvement of quality of company's products and services as well as efficiency of the team;
- Opportunities for growth, working alongside many of the region's top in investment professionals;
- Opportunities for continuous learning;
- Competitive remuneration, which is at least EUR 1,400-1,900 gross subject to experience and competence, significant bonus opportunities tied to results delivered.



Interested? Send us your CV via email cv@invl.com by the deadline of 27 March 2023.
Only selected candidates will be notified.

UAB INVL Asset Management

Personal data within the recruitment process will be used for the assessment of Your application. You can find more details of the Data Protection under following link: <https://bit.ly/3mV9HAJ>